



**DIRECTOR OF CHILDREN'S MINISTRIES
POSITION DESCRIPTION
MARCH 2022**

TITLE:	Director of Children's Ministries
PURPOSE:	To create and direct programs and ministries for children and their families at Bidwell Memorial Presbyterian Church.
SUPERVISION:	The Director of Children's Ministries will be under the direct supervision of the Sr. Pastor and responsible to the Session through its Personnel Committee and Children's Ministry elder.
STATUS:	This is Part Time position with some benefits. (Possible full - time).
EVALUATION:	An annual performance review will be performed by the Sr. Pastor in cooperation with the Head of Staff and Personnel and Children's Ministry Support Team.

REQUIRED QUALIFICATIONS:

1. Passion for children's ministry.
2. Ability to assess children's ministry's needs and design and implement programs to meet those needs.
3. Prayerful agreement with the Bidwell Presbyterian Church vision, mission, purpose and core values.
4. Awareness of personal spiritual gifts and the ability to understand and use these gifts.
5. Ability to evaluate and implement Christian education curriculum.
6. Desire and willingness to serve and function as an integral member of the staff team.
7. Administrative and organizational skills including planning, scheduling, project management, team management and event coordination.
8. Relational skills which create positive relationships with children, parents, teachers and other volunteers.
9. Clean background check.

10. Bachelor of Arts or academic training appropriate to position. (This must be reflected in salary), or substantial experience in children leadership/ministry.
11. Willingness to become a member of the church and to actively participate in church family events.
12. Computer literacy and familiarity with audio visual equipment.

POSITION GOALS:

The Director of Children's Ministries will develop and lead programs for children's ministries that:

- Value and emphasize the spiritual development of children from infancy through fifth grade.
- Prepare and train individuals for teaching and serving children.
- Support and nurture families with children from infancy through fifth grade.
- Support the Great Commandment and the Great Commission.
- Support the growth in the number of children involved.
- Create events that are welcoming to BPC children and to the community beyond the church. Currently, annual events include: Trick or Trunk, Vacation Bible Experience (VBX), Eggstravaganza (Egg hunt), Daddy/Daughter Dance, Mother/Son Adventure.

MAJOR RESPONSIBILITIES

LEADERSHIP:

1. Recruit children's ministry volunteers. Support and affirm children's ministry volunteers through personal contact, written communication and recognition events. Oversee volunteer enrichment and training meetings.
2. Oversee all ministries to children, including program oversight and supervision of staff and programs.
3. Periodically evaluate the effectiveness of current children's ministry programs, identify needs as they arise, and create and implement new programs when appropriate.
4. Oversee provision of effective and safe child care, and all safety policies related to screening program staff and volunteers.

PROGRAM ADMINISTRATION:

1. Oversee Children's Ministries budget for personnel and program needs. Work with Children's Ministry Support Team and elder to create the annual budget.
2. Oversee all children's ministry employees, providing encouragement and direction as needed.

PROGRAM OVERSIGHT:

1. Ensure that the teacher's resource materials and the supply closet are maintained and updated by Children's Ministry staff.
2. Ensure that current attendance rosters and mailing lists are updated by the Administrative Support Assistant.
3. Coordinate Sunday school offerings with mission projects.

RELATIONSHIPS WITH CHILDREN AND FAMILIES:

1. Maintain confidentiality at all times.
2. Treat all participants with love, patience, kindness and respect, and compassion.
3. Maintain communications with parents and children continuously.
4. Provide opportunities to strengthen families, such as holiday celebration materials and events, service projects, etc.
5. Enforce church policies designed to protect children. Report suspected cases of child abuse to proper authorities and HR Manager.

RELATIONSHIPS WITH STAFF AND SESSION COMMITTEES:

1. Train and supervise Program Manager for Childcare, Coordinators and Coordinator Assistants.
2. Work collaboratively with the Children's Ministry Support Team and committees of Session to ensure children's ministry needs are addressed.
3. Attend Session meetings, weekly Senior Staff meetings, as needed.
4. Perform additional duties as required.